<p align="center">**2025 ASHG Featured Symposium Submission Instructions**</p>

Before You Begin

1. Review the Featured Symposia Proposal Guidelines and Submission Attestations.
2. Your information is not saved until the end when you submit. We strongly encourage you to save your work in a separate document either before or during the submission process. You can also submit and edit your proposal after submission up until February 10 at 5 PM EST.

Submitting Your Session Proposal

1. Go to the submission form. Read the important reminders and requirements on the first page before clicking "Continue."
2. Click the blue "Log me in with ASHG" button.
   You may be prompted to leave the site; this is necessary to complete the login. If you are already signed into your ASHG account in another browser tab, you may automatically be logged in and redirected back to the submission form.

   If you are not automatically logged in, you should see the ASHG login portal, where you can enter the email address and password associated with your ASHG account.
   a. Remember that proposers should be 2025 ASHG members, so if you need to renew your membership, please visit https://www.ashg.org/membership/join-or-renew/.
   The page will refresh to the first page of the submission form. Now when you click "Continue," you should see "Welcome, [your name]" and text confirming that you logged in successfully. Once logged in, click "Continue to Form." If you are having trouble logging in, please contact membership@ashg.org.
3. Once you reach the Session Details section of the submission form, you will need to provide your session's details via a series of dropdown menu selections and long-form text. In all long-form answers, please refrain from including speaker or moderator names or institutions as these answers will be included in a blind review by committee members.
   a. Session titles should be no longer than 200 characters, including spaces.
   b. The session description should be no longer than 1,000 characters, including spaces, and should give attendees an overall idea of the session's content.
      i. Tip: Click on the word count in the bottom right corner of the text box to see the character count.
   c. Select the session type that best suits your content. For more information on each session type, see the Symposia Session Types section on the Featured Symposia page of the ASHG website.
   d. Select the tracks that best suit your content. You can select multiple tracks. This will allow attendees to filter sessions by their preferred tracks in the meeting app.

e. Select the topic that best suits your content. This will allow attendees to filter sessions by their preferred topics in the meeting app.
f. Select the primary audience that best suits your content. This will allow attendees to filter sessions by audience type in the meeting app.
g. Choose whether you would like your session to include a panel discussion.
   i. If yes, describe how the panel discussion will enhance the session using 1,500 characters or less, including spaces. Include potential questions for discussion.
h. Describe how time will be allotted within the 90-minute session using no more than 500 characters, including spaces.
i. Describe the rationale for the session as a whole and how the target audience will benefit from the session, including how this session will fill professional practice gaps in knowledge, technological advancement, competence, or performance. Use 2,000 characters or less, including spaces.
j. Explain how your session attends to diversity in the selection of speakers and moderators. Please use broad explanations to avoid speaker or moderator names or institutions as this information will be included in a blind review by committee members. Use 2,000 characters or less, including spaces.
k. Include specific talk titles and talk descriptions for each of the four speakers. These will be provided to attendees in the program and app. Titles should not exceed 200 characters, including spaces, and descriptions should not exceed 2,500 characters, including spaces.
l. Provide one learning objective for each speaker's talk, focusing on the broad outcomes intended for the audience. Use these guidelines for crafting learning objectives.
m. Session participants must confirm that they have read and agreed to the Featured Symposia Proposal Guidelines and Submission Attestations.
n. Once all required fields are completed, click Next Step.

4. Provide the participant information for each of the moderators and speakers, including yourself.
a. If a moderator will also be a speaker, please only include them on the form once. For the session role field, select "Both Moderator and Speaker."
b. To add your co-moderator and speakers, click "Add" at the top of the form.
c. Use "Add Secondary Contact" at the bottom of the form to add an assistant's contact information. This is optional.

5. Click the blue "Complete" button to submit your proposal. You will see a confirmation page and receive an email with a link to the speaker portal.

Editing Your Proposal

1. The speaker portal linked in your confirmation email is where you can access your submission to make edits until the February 10 deadline. We recommend bookmarking, "How to Edit Your Proposal Submission" in case you need help editing your proposal after submitting.